

18TH GENERAL ASSEMBLY
ASIA AND PACIFIC ALLIANCE OF YMCAs

We, the National Council of _____

are happy to present our Movement as a potential Host of the 18th General Assembly of the YMCAs in Asia and Pacific in the Year 2011.

Signature of National President _____ Date _____

Signature of National General Secretary _____ Date _____

PLEASE COMPLETE THE QUESTIONNAIRE BELOW (* PLEASE DELETE WHERE NOT APPLICABLE)

1. PROPOSED CITY and VENUE

1.1 CITY/Address of Proposed Venue : _____

1.2 Distance of the Venue from the Airport, in km.: _____

Mode of Transfer /Time from the Airport, in hrs. or mins.: _____

1.3 Classification of Venue : * Hotel / Convention Centre / Campsite / University Campus / Others
 (If Others, Please give details) : _____

1.4 Weather in (July-Sept) : * Cool / Cold / Hot / Rainy / Dry / Humid : Average Temperature : _____ °C

2. PHYSICAL FACILITIES

2.1 Accommodation (Rooms)

Room Category	Number Available	Tariff / Night : Single	Tariff / Night : Twin
Standard			
Deluxe			
	Number Available	Tariff / Night	
Triple			
Family			

2.1.1 Amenities available : * Air-con / Ensuite Facilities / IDD / In Room Internet -E-mail / CTV / Cable TV

Mini-bar / Coffee-Tea Making Facilities / Laundry Service

2.2 Conference Facilities Available

Type of Facility	YES Number Available / NO	Complimentary	Rate/Hour/Day*
Conference Hall Capacity 300 pax +			
Stage: *Fixed/Portable			
Public Address System: Microphones			
Equipment for Direct Taping from PA System			
Overhead Projector			
LCD Projector			
Slide Projector			
DVD / VCD Player / TV Monitor			
Simultaneous Translation Equipment / Headsets available			
Exhibition Space : Area in sq. metres			
Break-up Rooms Capacity 25 pax			
Flip-chart			
Whiteboard			
Piano / Musical Instrument			
Medical Kit			

2.3 Full day meeting Package rates:

2.3.1 Accommodation and daily American breakfast buffet _____

3.5.1 Daily International buffet lunch _____

2.3.3 2 times coffee break per day _____

2.3.4 Meeting rooms (break-out rooms) and basic equipment _____

2.4 Other Facilities Available :

3. EQUIPMENT SUPPORT

3.1 Heavy Duty Photocopier with the following features : Rental Charge Per Day / meter charge

a. Automatic Reverse Document Feeder * YES / NO

b. Speed : * Copies/minute

c. Electronic Sorter * YES / NO

d. Reduction /Enlargement 200% * YES / NO

e. Service Response Time * YES / NO

f. Toner Supplied * YES /NO

g. Availability of Service : * Office Hours Only/ After Office Hours

h. Colour Copier * YES / NO

3.2 Minimum of Three Numbers Desk-top Computers each c/w Monitor and Keyboard :

a. Available from Host YMCA : * YES / NO

b. Shop Rental Per Computer Per Day :

3.3 Minimum of One Number Laser Printer (High Speed)

a. Available from Host YMCA : * YES /NO

b. Shop Rental Per Printer Per Day :

Non Mini-vans, 8-10-seater			
Guide, if required by law			
Cost of Pack Lunch			
Cost of Packet Drink/Snack			

5.3 Sightseeing & Special Programmes for Accompanying Persons (Spouses/Children):

5.4 Medical / Hospital Care

Distance of the Hospital from the Venue, in km: _____

Mode of Payment: _____ (Credit Card accepted: *YES / NO)

6. OTHERS (CONFERENCE MATERIALS)

<i>Item</i>	<i>Cost Per Unit</i>
Assembly *Folder / Bag	
Name Tag	
Ball Point Pen	
Writing Pad	

7. CONTRIBUTIONS FROM THE HOST MOVEMENT

7.1 Financial: _____

7.2 Volunteer/Staff Support _____

7.3 Equipment _____

7.4 In kind, e.g. Files, Writing Material, Bottled Drinking water, etc.

8. OTHER COMMENTS TO SUPPORT OFFER

9. EXPERIENCE IN MANAGING INTERNATIONAL EVENTS

NAME OF PERSON COMPLETING QUESTIONNAIRE & DESIGNATION : _____

SIGNATURE _____

DATE _____